

**Minutes of the
Northeastern Workforce Development Board
April 19, 2011
6:00 p.m.**

Welcome- Lloyd Griffin, Chairman of the Northeastern Workforce Investment Consortium opened the Northeastern Workforce Development Board (NWDB) meeting held at the Albemarle Commission on April 19, 2011 at 6:00 p.m.

Introduction/Determination of Quorum- A quorum was determined with 14 Board members present. Members present: John Bassett, Stephen Chalker, Bobby Hanig, Jack Hughes, Jonathan Jones, Chuck Boucher, Zack Bray, Dave Carroll, Ramona Gilbert, Lee Scripture, Dr. Kandi Deitemeyer, Anita Johnson, Jerry Rhodes, and Clay Carter. Partners present: Wade Denny, Ricky Coltrain, Jennifer Polk, Kenny Kee, Tammy Miller-White, Michael McLain, Jane Morrow, Mike Cox and Chairman Lloyd Griffin. NWDB staff present: Wendy Jewett, Dawn Kent, Faith Mallette, Meagan O'Neal, and Dave Whitmer.

Approval of Consent Agenda- This consists of approving the agenda for the current meeting, the minutes of the last meeting, any informational reports that require no board discussion, and routine business with one vote. **Mr. Chalker made a motion** to approve the consent agenda. **Mr. Hughes seconded this motion** and it was carried unanimously.

Old/ Unfinished Business-

Rules of Procedure: The board will need to establish their Rules of Procedure. Mr. Griffin invited Mike Cox, the Pasquotank BOC Attorney, to explain the rules of procedure and give some ideas of how to create their Rules of Procedure. Mr. Cox reviewed Mason's Ten Principles of Parliamentary Law and reviewed Open Meeting Law requirements. He also touched on Public Records Law; however this rarely applies to the NWDB. Mr. Griffin then explained motions, procedures, voting, and notification of meetings, and how this will need to be worked into the rules of procedure. He also explained that opportunity to plan, educate, train, and re-train the region's workforce is the goal of this board.

Bylaws: There was a discussion about the bylaws and the consensus was that the bylaws were suitable.

Officers: Chairman Griffin explained the importance of filling the Chairman and Vice-Chairman position, since they are critical to leading the NWDB. The Vice-Chair will fill in for the Chair if he/she is not available. This new leadership will set the tone for program development. Potential officers can be were asked to volunteer if he/she had an interest in serving. **Mr. Chalker made a motion** to appoint one member from North of the Sound and one member from South of the Sound for the Chair and Vice-Chair so that all counties have are represented strongly. **Mr. Scripture seconded this motion.** A discussion followed regarding "regionalism" vs. the importance of North/South representation. **The motion failed**, since a majority was not represented. **Mr. Carroll made a motion** that whoever wants to serve or gets nominated and is able to serve should, regardless of location. **Mr. Hanig seconded this motion**, and it was **passed** by a majority vote. Dr. Deitemeyer made a motion to accept nominations, and she nominated Stephen Chalker. There was a brief discussion about appointing a nominations

committee who would present potential officers to the board. Dr. Deitemeyer withdrew her motion and the Chairman Griffin appointed a committee led by Mr. Rhodes and includes Ms. Johnson, Dr. Deitemeyer, and Mr. Carroll will serve on this committee. Chairman Griffin then explained the role of the NWDB Chairman and asked for anyone that would like to be considered for the position to speak up. Mr. Chalker, Mr. Hanig, and Mr. Bassett all put their names on the list. Mr. Bray would like to see the other three members who are not present be polled to see if they would like to be in the running. This was agreed.


Reports- Staff reports are included in the packet that was emailed out prior to the meeting. These reports are for information only and need no discussion, unless there are questions.

Other Business/ Announcements- Committees: Ms. Morrow explained the different committees that the Board members had to choose from. Since Mr. Whitmer thought he may have a need for a committee immediately, she asked Mr. Whitmer to explain the role of the contracts committee. After the explanation, Ms. Morrow sent around a sign-up sheet for committees and questions about committee responsibilities were answered. **Dr. Deitemeyer made a motion** to establish the listed committees. **Mr. Hughes seconded this motion** and it was carried unanimously. Since the Contract Committee might have to meet before the next board meeting, **Dr. Deitemeyer made a motion** to give the Contract Committee authorization to take action on proposals. **Ms. Gilbert seconded this motion** and it was carried unanimously.

Ms. Jewett announced that the Conflict of Interest statement needed to be signed by all board members. A brief discussion followed, and ended in an agreement that Mr. Wheelles, the NWDB attorney, needed to review the statement, and this needed to be addressed at the next meeting.

Mr. Bray made a motion to adjourn the meeting. **Mr. Hanig seconded this motion** and it was carried unanimously.

The next meeting is scheduled for May 17, 2011 at 6:00 p.m. at the Albemarle Commission



Acting Chairman- Lloyd Griffin, III

5/17/2011

Date